

**CHIEF OF FIRE SAFETY
STUDY GUIDE**

A written examination for the class of **CHIEF OF FIRE SAFETY** to be administered in **SHREVEPORT** on **MAY 3, 2005**, will consist of approximately 130 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE SERVICE MANAGEMENT Knowledge of the principles of fire service management, including management theory; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; and personnel management.	20.8%
FIRE RECORDS, REPORTS, AND CORRESPONDENCE Knowledge of effective records-keeping practices; and of effective report preparation procedures, including the compilation and organization of data into an effective written format for required reports or producing required correspondence.	8.5%
PUBLIC RELATIONS Knowledge of accepted public relations practices in order to foster a positive image of the department through interaction with the public, and the media; and public speaking, including elements of effective communications.	12.3%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to disseminate information,, assist subordinates in technical areas of work, and to evaluate the work of subordinate employees.	8.5%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
TRAINING Knowledge of the procedures for developing and implementing an effective fire safety training program, including serving as an instructor	8.5%
FIRE SAFETY Knowledge of effective fire safety practices and risk management procedures sufficient to identify the causes or conditions that result in fire department accidents, injuries, or death, including safety planning and implementation; and accident investigation.	29.2%
FIREGROUND COMMAND Knowledge of fireground command procedures sufficient to direct emergency scene safety operations, including taking charge of all safety procedures and maintaining communications between fire fighting personnel and other authorized personnel.	12.3%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

- Fire Department Safety Officer, 1st ed., 2001.
- Essentials of Firefighting, 4th ed., 1998.
- Fire Department Company Officer, 3rd ed., 1998.

Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.

OTHER RECOMMENDED PUBLICATIONS:

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 3rd ed., 1995.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

EFFECTIVE PUBLIC RELATIONS, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., A Simon & Schuster Company, Upper Saddle River, NJ 07458, 8th ed., 2000.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

NATIONAL FIRE CODES/STANDARDS (NFC):

SECONDARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire and Emergency Services Instructor, 6th ed., 1999.

OTHER RECOMMENDED PUBLICATIONS:

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length

of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.